

Your Information

Today's Date: _____

Company Name: _____

Your Name: _____

Address: _____

Phone Number: _____

Email: _____

Vehicle Information

Type of Vehicle: Flatbed High Cube
 30' Container Other

Driver Name: _____

Driver Cell Number: _____

Arrival Date: _____

Arrival Time: _____

Departure Date: _____

Departure Time: _____

Event Information

Event Name: _____

Person Receiving Shipment: _____

Delivery Location: _____

Special Instructions: _____

Dock Facts:

Loading Dock Height Limit: 13'6"

Container Size Limit: 45' Length

Freight Ramp Capacity: 16,000 lbs per truck axle

Loading Dock Entrance: Kahakai Drive (off Atkinson Dr.)

Loading Dock Hours: 7:00am - 10:00pm

*After Hours Require Prior Approval: 10:00pm - 7:00am

Dock reservations received at least 24 hours in advance

will be given priority

DOCK RULES:

1. Vehicles must be unloaded once docked and exit once loaded. No parking allowed without prior approval. Fees may apply
2. Avoid using your horn to alert someone that you are at the gate. There is a 24 hr call box to press for assistance
3. Adhere to 5mph speed limit. Turn off engine once parked. Do not idle. Use caution at all-times and yield to pedestrians always
4. This reservation does not allow you to park overnight, drive on the floor, or park for any time other than active loading/unloading only
5. Fees that may apply include: \$250 per occurrence to drive onto the exhibit floor with advance notice. \$250 per dock for overnight use
6. Dropping off equipment, containers, trucks, etc. earlier or later than contracted dates is not allowed. Please see your event manager for more info. or to confirm the contracted dates of your event
7. Your reservation will be reviewed and confirmed with a response sent via email/phone asap
8. HCC Staff is not able to sign or take responsibility for your delivery. Make sure you have arranged to have someone designated to do so.
9. This reservation does not assume any liability or responsibility for your vehicle or contents within it, while on site. This is permission to access the dock only.
10. Contractors should check in with Security on Level 2 for a wrist band before moving throughout the building

We appreciate your assistance and cooperation.

Our intent is to provide a safe and efficient means to provide your services.

Acceptance and Acknowledgement:

Please Initial to Acknowledge Agreement to This Reservation

DATE